

## Teleconference – Monday 06<sup>th</sup> June 2011

**Time:** 16:30-17:30

**Host:** Beatrice Chong

**Number:** TBA

**Author:**

Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)

## Attendance

**Accepted:**

EC Eswar Chukaluri, [eswar.chukaluri@alstom.com](mailto:eswar.chukaluri@alstom.com)  
AK Amir Khan, [amir.khan@alstom.com](mailto:amir.khan@alstom.com)  
YS Yasir Siraj, [yasir.siraj@alstom.com](mailto:yasir.siraj@alstom.com)  
RM Rodrigo Moreno, [Rodrigo.moreno07@imperial.ac.uk](mailto:Rodrigo.moreno07@imperial.ac.uk)  
AG Aruna Gunatilake, [aruna.gunatilake@alstom.com](mailto:aruna.gunatilake@alstom.com)  
EG Elena Gorman, [elenagorman10@gmail.com](mailto:elenagorman10@gmail.com)  
BC Beatrice Chong, [beatrice.chong@uk.ngrid.com](mailto:beatrice.chong@uk.ngrid.com)  
LC Leong Cheng (Sunny), [leong.cheng@alstom.com](mailto:leong.cheng@alstom.com)  
AR Angela Rotheram, [Angela.Rotheram@pbworld.com](mailto:Angela.Rotheram@pbworld.com)  
ESG Elise Ganendra, [esganendra@gmail.com](mailto:esganendra@gmail.com)

**Apologies:**

YA Yasir Ahmed, [yasir.ahmed@uk.ngrid.com](mailto:yasir.ahmed@uk.ngrid.com)  
MA Muhammad Ashraf, [muhammad.ashraf@alstom.com](mailto:muhammad.ashraf@alstom.com)  
RW Ross Wilson, [ross.wilson@rwenpower.com](mailto:ross.wilson@rwenpower.com)  
KW Kevin Wilson, [kevin.a.wilson@gb.abb.com](mailto:kevin.a.wilson@gb.abb.com)

**Tentative:**

PM Parth Mehta, [parth.mehta@siemens.com](mailto:parth.mehta@siemens.com)

**No reponse:**

CD Chris Dent, [chris.dent@durham.ac.uk](mailto:chris.dent@durham.ac.uk)  
BI Bitia Izadyar, [bita.izadyar@areva-td.com](mailto:bita.izadyar@areva-td.com)  
SKY Soon Kiat Yee, [soon.yee@siemens.com](mailto:soon.yee@siemens.com)  
JM Julija Matevosyan, [julija.matevosyan@gmail.com](mailto:julija.matevosyan@gmail.com)  
RK Rose King, [rosemary.king@alstom.com](mailto:rosemary.king@alstom.com)  
LY Li Yang, [li.yang-3@postgrad.manchester.ac.uk](mailto:li.yang-3@postgrad.manchester.ac.uk)  
HK Hassan Kiani, [Hassan.kiani@gmail.com](mailto:Hassan.kiani@gmail.com)

**Topics to be covered:**

Agenda:

- Promote LinkedIn NGN group to all members, Communication should be sent out to all members to encourage them to create LinkedIn profile – AG/BI
- Labeling & Sorting of gmail account – BC/AK
- Membership numbers – RM
- Website update (Minutes & Newsletters) – AG/MA
- NGN promotion presentation –AG/BC to create new marketing presentation
- NGN marketing flyer and promotion email – YS/AG/AK/BC
- Promotional Event at National Grid – YS/BC/AG/AK
- Core and Short events dates for this calendar year and venue to be confirmed asap – EC
- Mentoring scheme – New idea proposed for adhoc mentoring & need further discussion – EG
- Non-financial mutual promotion offer and Smart Substation Event, London – EC

**Review Actions from May SC meeting:**

**Steering Group Communications**

Action	Responsible person	Due date
The password for the Gmail email account should be taken off of the Agenda before uploading it to the CIGRE NGN website. A new password should be created. This password should be sent to the chair, vice chair, secretary, communications lead, membership coordinator and international liaison.	BC	Post meeting: Complete
To sort the emails, labels are added to each email. How to labelling guide will be produced first.	BC, AG, AK	31/05/11
The use of the original domain was discussed as this appears more professional. A separate discussion into how this can be achieved is to be organised and a trial take place.	BC, AG, MA, HK	03/06/11

**Membership**

Action	Responsible person	Due date
An update on the status of membership is to be sent to the steering committee	RM	Next SC teleconference 06/06/11
Continue to push CIGRE-UK and CIGRE Paris on receiving the membership numbers quicker.	RM	Next SC teleconference 06/06/11

**International Interest in NGN**

Action	Responsible person	Due date
Representatives from Germany suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is the 7 <sup>th</sup> November in Wolzbury, Germany. The email is to be forwarded to RW, who is a potential attendee.	AR	Post meeting – RW has permission from his manager to meet CIGRE Germany  Provide

		update 06/06/11
Representatives from Australia suggested a meeting between themselves and CIGRE NGN. A proposed location and date for this meeting is June in the UK. The date and location is to be finalised. Potential attendees include AR, BC and AG.	AR	27/05/11

**Members Services**

Action	Responsible person	Due date
The 3 priority roles of members services is to be identified.	SKY	18/05/11 Post meeting – successful handover teleconference to LC held

**Communications**

Action	Responsible person	Due date
A template email for all communication relating to Paris 2012 is to be created.	EG	31/05/11
A template email for intermediate communication is to be created	EG	31/05/11
The mailchimp list of email contacts is to be updated with the associate and international members. The latest newsletter is to then be sent to these members.	RM/AG/EG	31/05/11
AG should send all intermediate communication to EG so that it can be sent out on the template.	AG	27/05/11
A link to minutes and agendas should be added to the Linked In website.	BI	27/05/11
A technical corner should be created on the Linked In website. A disclaimer should be added. The disclaimer should be sent to (BI) to upload.	RW, BI	27/05/11
A technical corner should be created on the Linked In website. A short article for and against smart grids is to be posted.	AR, RW	27/05/11
A check will be performed to check that all executive committee members have a Linked In profile.	AG	31/05/11
Feedback on the latest newsletter will be given.	RW	27/05/11
A short article on the status of the international friends of CIGRE NGN initiative will be produced for the next newsletter.	AR	27/05/11
An email will be sent to Colin Ray to obtain the status of working groups so that this information can be added to the next newsletter.	LC	27/05/11
BC will prompt SKY to find the status of the mirror working groups including the topics, the progress on creating these groups and some statistics. This information can then be added to a future newsletter.	BC, SKY, LC	18/05/11 task handed over to LC 27/05/11
EG is to have a discussion with the communications team to reallocate tasks and to train them as a back-up.	EG	27/05/11
Voluntary opportunity for communications team member is to be advertised on Facebook and LinkedIn.	EG/BI/EG	27/05/11

**Website**

Action	Responsible person	Due date
--------	--------------------	----------

The website code should be sent to HK	MA	27/05/11
Backlog clearance should be sent to MA for upload asap Post meeting – newsletters have been sent to MA/HK by BC	AG, BC, AK, MA, HK	27/05/11

**Events**

Action	Responsible person	Due date
Feedback analysis for the last 6 months of events is to be sent to BC.	EC	27/05/11
An event on smart grids is to be held at the end of June, date is to be confirmed. The maximum limit for the event should be found out.	EC	27/05/11
For organisation of events it would be useful to see where members are based. This information should be sent to EC.	RM	27/05/11
EC to find out geographical distribution of NGN members across the UK for future event purposes from RM	RM/EC	27/05/11

**Cigre 2020 Strategy Groups**

Action	Responsible person	Due date
A NGN representative for the Organisation Strategy group is available - Advertise opportunity in the next newsletter	EG	01/06/11

**Marketing**

Action	Responsible person	Due date
The promotional flyer that is to be approved.	BC/YS	27/05/11
The promotional presentation is to be produced.	BC, RW, AG, YS	27/05/11

**Constitution**

Action	Responsible person	Due date
The new constitution is to be completed Post meeting – see notes above for agreed timelines for each stage	BC, RW	Aug 2011 SC meeting
The use of voting buttons in emails with Lotus Notes/MS Outlook is to be tested.	BC	27/05/11